



Believe ♦ Behave ♦ Become



Calendar Dates

Father's Day	6/17
E Basis Ends	6/25

What's Due

May Water Flushing Certification	6/1
May On-line Metal Detection	6/1
Administrator Assurances—Attachment H	7/31

Friday Operation's Brief

Relax, Refresh, Renew!

As I write the final Friday's Operations Brief for Local District Central, I reflect on a demanding but productive school year that is quickly drawing to a close, but before we launch into summer break, it is fitting to take a moment or two to reflect on your accomplishments this school year.



This year, we focused on three goals: 1) Improve student attendance, specifically decreasing the chronic absentee percentage rate, 2) Enrich the implementation of School-wide Positive Behavior Intervention and Support, and 3) Cultivate a welcoming, safe, and nurturing school climate. Through our professional learning sessions, we strived to provide you with information and tools to assist you in addressing the target goals. We hope that our team provided the utmost quality service to your school community.

The month of June brings changes to staffing. Some of our colleagues are embarking on a new chapter in their professional career and others are setting off to a new adventure, **Retirement!** Congratulations! As you go into this next phase of your life, may you enjoy the very best that life has to offer.

Retirees

Manuel Ponce, Alexandria ES

Martha Avelar, Hoover ES

Davie Devereaux, LD Central

Marilee Wood, Riordan PC

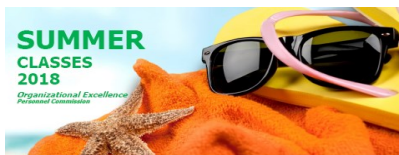
Andra Estrada, Gratts LA For YS

Irma Cobian, Lafayette Park PC

Brenda Grady, Mariposa Nabi PC

Thank you Local District Leaders for the dedication, talent, energy, and care you bring to your work. Together, we are making a visible difference for our students, families and community. Have a great summer!

-- Eugene L. Hernandez



Our Organizational Excellence Classified Training Branch team is reaching out to classified employees with the announcement that seats are available in the upcoming school office procedures July 2018 workshops!

See the attached flyer for the topics, dates and times (Attachment 1).

Register by visiting MyPLN at achieve.lausd.net/mypln. Select the search button and search for a course using a keyword from the course title. Please spread the word!



Handy Reminders



Metal Detection Searches

In our continuous effort to maximize the health and safety of our students and staff, we anticipate full implementation of the Discipline Foundation Policy for the upcoming Summer Session. It is imperative that our schools continue to adhere to all policy pertaining to the health and safety of our students. It is also vital that all of our secondary schools conduct the required daily random weapons searches per *BUL-5424.2 Random Metal Detector Searches* (Attachment 2).



Schools are expected to keep a record of their random metal detector searches. A logbook of the searches must be kept for the entire school year in the office of the administrator in charge of operations and in the Safe School Plan binder. These logs must be filed and maintained for three years and made readily available for inspection.

Payroll Updates

Contract Pool Teachers

To avoid overpayments, make sure time has been reported for each day that a Contract Pool Teacher has worked at your site. All benefitted time should be reported by Human Resources.

Lump Sum Payment of Differentials

Lump Sum Differentials must be reported at the end of June. For further information or instructions, please refer to REF 1802.14, *Time Reporting Instructions for Lump Sum Payment of Differentials* (Attachment 3).

Semi-Annual Certification

Semi-Annual Certifications (SAC) and Multi-Funded Time Reports (MFTR) for the January 1, 2018 through June 30, 2018 period are due soon. Having these forms compiled before you leave for summer break will help ensure that they are completed timely and accurately (Attachment 4).

Please refer to **Bulletin 2643.8, *Documentation for Employees Paid from Federal and State Categorical Programs*** (Attachment 5) help clarify time documentation requirements. For assistance or further information please contact the following the Accounting Controls and Oversight Branch at (213) 241-2150.

M & O Time Reporting for Building & Grounds Employees

Please note that any school site open during the summer session is still responsible for reporting and approving time for their Building and Grounds employees. If your school site is closed for the summer, do not anticipate time for Building & Ground employees. M & O Field Offices will monitor and report time for school based Building & Ground employees during the summer beginning June 26st until your return from summer break. Time keepers and approvers for school sites that will be closed for the summer should confer with their Plant Manager or Operations Program Manager (OPM) about the submission of timecards, specifically for employees that are part-time, provisional or on a paid leave.

Payroll Questions or Issues

Contact Payroll Support Services at (213) 241-2570 between 8:00 am – 4:30 pm Monday – Friday.

End of Year Tips & Procedures

It is important that the public, parents, US Mail, and delivery trucks have access to the school's office your school site while on "E" basis. Feel free to contact your Operations Coordinator should you have any questions regarding the closing of your school site for Summer. Here are additional reminders that may be of assistance in closing out the 2017-18 school year.



Hours:	<ul style="list-style-type: none"> * Regular school office hours (recommended – 8:00 am – 4:30 pm). Hours should be posted on the school's front entrance. * Also, maintain a free and simple access to the school.
Phones:	* Please make sure phones are answered on a regular basis.
Campus:	* Keep the perimeter of the school clean on a regular basis
Flags:	* Please remember to raise the United States and California flags when the school's office is open. (Don't forget to take down the flags at 4:30 pm).
Bells:	* Please turn off bells.
Alarms:	* Ensure that the alarms are functioning and are set daily.
Equipment:	* Please refer to additional Storage Safety Tips list for your assistance (Attachment 1).
Keys:	* Make sure that keys are collected and inventoried for ease of reissue in August.
Securing Your Campus:	<ul style="list-style-type: none"> * Please plan to meet with your Plant Manager and Buildings and Grounds worker to discuss securing your campus. * Monitor to ensure the doors and windows are secured, including keeping adjoining doors locked. * Ensure that all exterior lights are lit during the evenings (this includes replacing bulbs and/or making trouble calls as needed).

Water Flushing Certification, June 2018



As a reminder, June 2018 Water Flushing Certification is due by **July 15th**. However the certification window for June is open on June 15th for those site administrators whose last day is June 25th. Make sure your school is certified before you go off on summer break.

For your information, please read the attached safety Alert 16-03 (Attachment 6).

Preparation for 2018-2019 School Year Opening

Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- | | |
|---|--|
| ✓ Staff attendance | ✓ Teacher hours |
| ✓ Procedures for reporting absences | ✓ Sign in & Sign out procedures |
| ✓ Absences preceding/following holidays | ✓ Substitute Lesson Plans/Folders |
| ✓ School based procedures for addressing student discipline | ✓ Instructional Expectations |
| | ✓ Other identified areas for improvement |



SUMMER CLASSES 2018

*Organizational Excellence
Personnel Commission*



SECONDARY ATTENDANCE OFFICE ORGANIZATION AND PROCEDURES - This workshop covers how we can all make a difference by providing a welcoming and caring environment and an organized office for our students, parents, and staff. It will also cover proper registration and enrollment practices to support the immediate enrollment of all secondary students. **Suggested Audience:** Current and aspiring Office Technicians, Senior Office Technicians, and School Administrative Assistants.

- ▶ Tuesday, July 10, 2018 8:30 a.m. – 12:30 p.m. (Downtown)
- ▶ Thursday, July 12, 2018 8:30 a.m. – 12:30 p.m. (Valley)



BUDGET ACCOUNTING – This workshop covers the fundamentals of school budget record keeping and accounting. **Suggested Audience:** Newly assigned School Administrative Assistants (SAAs), SAAs that want to enhance their skills and keep updated in relation to budget record keeping and aspiring School Administrative Assistants.

- ▶ Tuesday, July 10, 2018 8:30 a.m. – 12:30 p.m. (Valley)
- ▶ Wednesday, July 11, 2018 8:30 a.m. – 12:30 p.m. (Downtown)



TIME REPORTING FUNDAMENTALS – This workshop is a basic overview of BTS/SAP time reporting concepts and procedures for NEW timekeepers. This is a theory-based fundamental overview of time entry detail. **Note:** This class is not a computer hands-on-training. **Suggested Audience:** New Timekeepers/Reporters responsible for Time Entry, aspiring School Administrative Assistants and Office Managers.

- ▶ Tuesday, July 17, 2018 8:30 a.m. – 12:30 p.m. (Downtown)
- ▶ Tuesday, July 24, 2018, 8:30 a.m. – 12:30 p.m. (Valley)



CURRENT TIME REPORTING PRACTICES – This workshop provides a review of current time reporting practices and changes that have occurred with BTS processes. **Suggested Audience:** Experienced timekeepers who are familiar with BTS/SAP Time Entry screens.

- ▶ Wednesday, July 18, 2018 8:30 a.m. – 12:30 p.m. (Downtown)
- ▶ Wednesday, July 25, 2018 8:30 a.m. – 12:30 p.m. (Valley)

See Additional Offerings on the Reverse Side of this Flyer

To register, visit MyPLN at achieve.lausd.net/mypln.
Select the search button and search for a course using a keyword from the course title.

SUMMER CLASSES 2018

*Organizational Excellence
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IMPREST FUND ACCOUNTING – This workshop covers essential information on appropriate use of Imprest Fund Accounts, including current policies, procedures and required forms. **Suggested Audience:** School Administrative Assistants and employees aspiring to become School Administrative Assistants.

- ▶ Tuesday, July 24, 2018 8:30 a.m. – 12:30 p.m. (Downtown)
- ▶ Thursday, July 26, 2018 8:30 a.m. – 12:30 p.m. (Valley)



ELEMENTARY ENROLLMENT PROCEDURES – This workshop covers proper registration and enrollment practices to support the immediate enrollment of all elementary students. **Suggested Audience:** Current and newly assigned Office Technicians to elementary schools and Office Technicians who want to enhance their knowledge and skills in regards to elementary enrollment.

- ▶ Tuesday, July 31, 2018 8:30 a.m. – 12:30 p.m. (Downtown)
- ▶ Tuesday, August 7, 2018, 12:00 p.m. – 4:00 p.m. (Valley)



CUMULATIVE RECORDS FOR SECONDARY SCHOOLS – This informative, hands-on workshop covers cumulative record procedures for secondary schools. **Suggested Audience:** Current and aspiring Office Technicians, Senior Office Technicians, and School Administrative Assistants at secondary schools.

- ▶ Tuesday, July 31, 2018 8:30 a.m. – 12:30 p.m. (Valley)
- ▶ Wednesday, August 8, 2018 8:30 a.m. – 12:30 p.m. (Downtown)



ELEMENTARY CUMULATIVE RECORDS – This informative, hands-on workshop covers cumulative record procedures for elementary schools. **Suggested Audience:** Newly assigned Office Technicians to elementary schools and any Office Technician who needs a refresher and wants to keep up to date with policies and procedures.

- ▶ Wednesday, August 1, 2018 8:30 a.m. – 12:30 p.m. (Downtown)
- ▶ Wednesday, August 8, 2018 12:00 p.m. – 4:00 p.m. (Valley)

NOTE: *These classes are the same as the ones that are included in the SAA Bootcamp. While more of the Bootcamp classes are moving to an online format, these instructor-led courses are more detailed. You may receive credit for SAA Bootcamp, if you meet the qualifications, for one year beyond your completion of the course. These classes are also relevant and applicable as standalone classes.*

To register, visit MyPLN at achieve.lausd.net/mypln.
Select the search button and search for a course using a keyword from the course title.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Administrative Searches to Ensure School Safety

NUMBER: BUL-5424.2

ISSUER: Earl R. Perkins, Assistant Superintendent
School Operations

Thelma Meléndez de Santa Ana, Ph.D.
Chief Executive Officer
Office of Educational Services

DATE: October 26, 2015

MAJOR CHANGES: This Bulletin updates BUL-5424.1, dated July 21, 2014, issued by School Operations, to reflect current District organization, procedures, and practices.

BACKGROUND: Schools are faced with instances of violence, including the use of weapons on or adjacent to school campuses. The District strives to provide a safe environment for students to learn, explore and create, and for teachers and administration to be able to focus on teaching and providing students with these opportunities. The District school safety measures include random metal detector searches, locker searches and other measures under the settled principles of constitutional construction, which permits reasonable application of metal detectors in schools. This Bulletin focuses on random searches, metal detector searches and locker searches.

GUIDELINES: To ensure an effective learning environment by maintaining a safe and secure campus, secondary schools are authorized to implement random metal detector searches. These are administrative searches. This policy does not include searches conducted by law enforcement.

The following guidelines apply:

I. Grade Span and School Configuration

- A. This policy applies to all secondary schools and span schools configured for students in grades 6 through 12, including pilot schools and those charter schools co-located on elementary campuses and serving secondary charter school students. Co-located schools, schools on the same campus, are to conduct searches and maintain search logs independent of any other school(s) on the same campus.
- B. A pre-established random plan should be used to select which students and what articles are to be searched. It is important that sufficient staff be involved in the search to prevent the possibility of any selected

ROUTING

Local District Superintendents
Administrators of Operations
Operations Coordinators
Site Administrators
Co-located Charter School Sites
Administrators
Charter Schools Division
School Police



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student disposing of contraband or weapons while walking to the location where the metal detector search is to be conducted.

- C. Carlson Home Hospital School is the only school exempt from the random metal detector policy.

II. Reasonable Suspicion and Student Population

- A. The purpose of these searches is to deter weapons such as guns, knives, or any other item which might cause harm or injury from being brought to schools. Therefore, metal detectors should not be used for the purpose of searching students who might be suspected of having violated other school rules.
- B. School administrators may conduct searches of individual students when they have reasonable suspicion to believe that the student has violated or is violating the law or a school rule. "Reasonable suspicion" includes the following: Reasonable suspicion that the search will turn up evidence of the student's violation; the extent of the search is reasonably related to the suspected violation; and the search is not excessively intrusive considering the student's age, gender and the nature of the violation.
- C. No student or persons shall be selected to be searched based solely upon their gender, race, ethnicity, physical appearance, manner of dress, or association with any particular group of persons.

III. Frequency of Metal Detector Searches

- A. All secondary schools must conduct daily random metal detector searches of students. Search operations should be conducted at various hours of the school day to avoid predictability. All secondary schools operated by the District or on behalf of the District or located on District property, including affiliated and independent charter schools, must comply with this Bulletin and with all District health, safety, and emergency procedures and requirements and will be subject to inspection by the District's Facilities Services Division, the Office of Environmental Health and Safety, and other District offices.
- B. Schools with satellite locations such as high schools with off-site magnets, City of Angels Independent Study School, Secondary Community Day School, Central High School and Tri-C Community Day School should work with the school's Safety Committee to analyze the satellite locations' particular safety and security needs in determining an appropriate rotational schedule and distribution of searches among the satellite locations to ensure compliance with the policy, as administrators



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of these schools certify for only one cost center. It is recommended that a certificated administrator supervise the searches conducted at satellite locations.

IV. Searching Other Areas Of The School

- A. A locker search plan must be implemented in which a minimum of ten lockers are searched daily.
- B. School staff should check their areas of responsibility, e.g., classrooms, restrooms, or grounds for concealed weapons daily.

V. Random Search Versus Total Population Search

- A. A total population search is one wherein every person who enters the premises is searched, such as at an athletic event or after-school dance.

VI. Selection of Search Team Members

- A. The search team should be comprised of certificated employees, both male and female, and augmented with other staff as necessary.
- B. Personnel selected to be members of the search team must be respectful and sensitive to the right of privacy and other concerns of the individual being searched.
- C. The searching of any student, employee or visitor shall only be conducted by a search team member of the same gender.
- D. School Police may be requested to accompany and observe the search team, but may not participate in the actual searching. School Police participation in random searches must be limited to handling arrests or other criminal situations that might occur during the course of a search. School Safety Officers (SSOs) who are properly trained may assist with random metal detector searches as they are not sworn officers.
- E. Metal detector search team members must be familiar with both District policy and the operation of the wands. All search team members, including the administrator in charge, annually must complete STEPS course 215, "How to Conduct a Random Metal Detector Search" via the Learning Zone, *prior* to conducting any searches and should submit a copy of their completion certificate to the administrator in charge. Completion certificates will be available for review by Local District (DC) staff.



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VII. Locations For Conducting Metal Detection Searches

- A. Whenever possible, searches should be conducted in locations that do not expose students or other persons being searched to the view of the general student body population, particularly to the view of those who are not being subjected to the search.
- B. A nearby vacant classroom, office or workroom should be available in the event that it becomes necessary to more thoroughly search a particular student. This would be the case when a wand activates and it is not possible to satisfactorily determine the cause, either through questioning or a light pat-down of the person. Whenever it is necessary for a student to be removed for a more thorough search, the student shall be accompanied by at least two adult employees, one of whom must be of the same gender as the student. California Education Code Section 49050 prohibits removal or rearranging of a pupil's clothing in a manner to permit a visual inspection of the underclothing, breasts, buttocks, or genitals of the pupil.

VIII. Procedures for Conducting Random Searches

- A. A random search establishes a specific, unbiased pattern of who is to be searched, i.e., every third person. Search personnel may not deviate from the search pattern during the course of that particular search.
- B. All students selected will be required to bring all of their personal effects in their possession at the time they are selected, e.g., coat, purse, book bag, backpack, or other similar articles.
- C. Upon entering the search location, the selected student shall be advised of the purpose of the search, the method in which the search will be conducted, and the fact that the selection was made in a random manner.
- D. A student or person to be searched shall be directed to remove all metal objects from their pockets, including coins. The student is to give their personal belongings, as described above, to a search team member or place them on a table or desk in plain view. The belongings shall then be physically searched only to the degree necessary to affirm that no weapons are concealed therein. The student shall then be scanned using a wand. Staff operating the device must use an identical scanning technique/pattern for each student.
- E. The staff member will scan the entire student, including socks, legs, front and back pockets, waist, and chest.



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- F. If the wand activates, the student shall be asked if they are in possession of any metal object in the area scanned. After determining that the object is not a weapon and is removable, staff will request that the student remove the object and re-scan the student. If an activation reoccurs and the object cannot be removed, the operator shall visually confirm the student's explanation, e.g., jewelry, belt, buckle, rivets on pants or as a second alternative, by lightly touching (not grabbing) the area which is causing the repeated activation.
- G. If, during the course of a search, contraband is observed that is a violation of District or school policy and/or regulations, such items may be confiscated and the student may be subject to disciplinary action.
- H. Students who refuse to submit to a wand search consistent with these guidelines may be subject to disciplinary action for defying the valid authority of school personnel. Other persons refusing a search consistent with these guidelines must be escorted off campus.

IX. Documentation

- A. Schools are to keep a record of their random metal detector searches. Logbook of the searches must be kept for the entire school by the administrator in charge and be readily available for review when requested by District offices. These logs must be kept on file for three years. A sample log is attached to this bulletin (see Attachment A).
- B. When lockers are searched, written notification must be left within the locker informing the student that the locker was searched (see Attachment B). Schools can request school police K-9 participation in locker searches.
- C. Requests for search log documentation made by non-District personnel or individuals must be made through a Public Records Act request to the Office of General Counsel.

X. Public Advisory of Searches

- A. Although parents are advised of the possibility that their child may be searched in the Parent-Student Handbook, schools must send written communication to parents at the opening of the school year. This communication is to be provided for all students enrolling after the school year has begun. (See Attachment C for sample communication.)
- B. Signs must be posted in several prominent site locations advising that persons on the premises are subject to search for weapons by metal



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detector. Schools in need of new or additional signs shall contact Maintenance and Operations for replacements.

XI. Minimum Equipment Resources

- A. Every secondary school with an enrollment fewer than 1000 students shall have a minimum of two metal detector wands (wands).
- B. Every secondary school with an enrollment of 1000 students or greater shall have a minimum of four wands.
- C. All wands must be operable and used at every search. Additional wands can be purchased from LAUSD Stores Warehouse using commodity code 680-44-20580. Schools are responsible for purchasing all wands.

XII. Review Process

- A. Operations coordinators are to review log sheets upon every school visit.
- B. To ensure consistent implementation of this Bulletin, by the end of the second week of each semester, the Local District Administrator of Operations will select six secondary schools and a co-located charter school to participate in a review process during October or March. In addition, two options schools will be selected from each geographical LD to participate in the review process (see Attachments D1 and D2). During the month of participation, principals of selected schools will submit the daily Metal Detection Search Log, Attachment C, to the respective LD Operations Coordinator every Friday by 2 p.m.

AUTHORITY: This is a policy of the Chief Executive Officer of the Office of Educational Services.

New Jersey v. T.L.O., 469 U.S. 325 (1985)
Vernonia School District v. Acton, 115 S.Ct. 2386 (1985)
People v. Latisha W., 60 Cal.App.4th 1524 (1998)
In Re William V., 111 Cal.App.4th 1464 (2003)
In Re Randy G., 26 Cal. 4th 556 (2001)
California Education Code Sections 35160 and 49050
75 Ops. Cal. Atty. Gen. 155 (1992)

RELATED RESOURCES: BUL-5532, "Policy on Co-Locations for District School Facilities' Use Pursuant to Education Code Section 47614 (Proposition 39)," dated September 29, 2014, issued by the Office of the Superintendent

BUL-5721.1, "Student and Employee Security," dated February 25, 2013, issued by the Office of the Superintendent



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Learning Zone course STEPS 215 “How to Conduct a Random Metal Detector Search”

ASSISTANCE: For assistance, please contact your Local District Operations Coordinator. For more information, contact the Office of School Operations at (213) 241-5337 or the Office of General Counsel at (213) 241-241-6601.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT A

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Educational Services

Random Metal Detection Search Log for: _____ School Month: _____

Search Team Members:

A. _____ B. _____ C. _____ D. _____
E. _____ F. _____ G. _____ H. _____

Day	Time	Participating Search Team Members	Student Selection Method	Number of Students Searched	Room Number	Search Results/ Findings



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B1

SAMPLE LETTER TO PARENTS

(PLACE ON SCHOOL LETTERHEAD)

Dear Parent:

Your child's locker was chosen at random and searched on ____ (date) _____. In keeping with District policy, we conduct random searches daily to ensure everyone's safety. Specifically, the purposes of the searches are to:

- Detect the possession of weapons
- Deter bringing weapons onto school grounds
- Reduce the potential for violent incidents

If you or your child has any questions, please contact (name of contact person) at (telephone number).

Thank you for your cooperation.

(Signature of Principal/Designee)



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ADJUNTO B2

MUESTRA DE COMUNICACIÓN A LOS PADRES

(PLACE ON SCHOOL LETTERHEAD)

Estimados Padres:

El casillero de su hijo fue elegido para un cateo aleatorio el día (date) . En virtud de las políticas Distritales, el personal realiza cateos aleatorios diariamente para garantizar la seguridad de todos. El propósito específico de los cateos consiste en:

- Detectar posesión de armas
- Desalentar la portación de armas en los planteles escolares
- Reducir el potencial de incidentes por violencia

Si usted o su hijo tienen cualquier pregunta, favor de comunicarse con (name of contact person) al (telephone number).

Gracias por tu cooperación.

(Firma del Director/administrador designado)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C1

SAMPLE LETTER TO PARENTS

(PLACE ON SCHOOL LETTERHEAD)

Date _____

Dear Parent/Guardian:

In keeping with District policy, we conduct random searches of students and student lockers on a daily basis to ensure everyone's safety. Specifically, the purposes of these searches are to:

- Detect the possession of weapons
- Deter bringing weapons onto school grounds
- Reduce the potential for violent incidents

If you or your child has any questions, please refer to the "Student Searches" section of the Parent-Student Handbook or contact (name of contact person) at (telephone number).

Thank you in advance for your cooperation.

(Signature of Principal)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ANEXO C2

MUESTRA DE COMUNICACIÓN A LOS PADRES

(PLACE ON SCHOOL LETTERHEAD)

Fecha _____

Estimado padre o tutor:

En virtud de las políticas Distritales, el personal realiza cateos aleatorios de los alumnos y de sus casilleros diariamente para garantizar la seguridad de todos. El propósito específico de estos cateos consiste en:

- Detectar posesión de armas
- Desalentar la portación de armas en los planteles escolares
- Reducir el potencial de incidentes por violencia

Si usted o su hijo tienen cualquier pregunta, favor de consultar la sección de "cateos estudiantiles," del Manual para Padres y Alumnos o comunicarse con (name of contact person) al (telephone number).

De antemano le agradezco por su cooperación.

(Firma del Director)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT D1

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Educational Services
School Operations

Random Metal Detection Review Process

Date: _____ Local District: _____ Local District Staff: _____

Participation month: **OCTOBER**

School	Principal	All logs received (indicate yes/no)

This form is to be completed by the Local District Administrator of Operations and emailed to Daryl Narimatsu, Administrator of School Operations, at the end of the corresponding month of the review process.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

ATTACHMENT D2

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Educational Services
School Operations

Random Metal Detection Review Process

Date: _____ Local District: _____ Local District Staff: _____

Participation month: **MARCH**

School	Principal	All logs received (indicate yes/no)

This form is to be completed by the Local District Administrator of Operations and emailed to Daryl Narimatsu, Administrator of School Operations, at the end of the corresponding month of the review process.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Time Reporting Instructions for Lump Sum
Payment of Differentials

NUMBER: REF-1802.14

ISSUER: V. Luis Buendia, Controller
Accounting and Disbursements Division

DATE: January 24, 2018

PURPOSE: The purpose of this Reference Guide is to provide information to administrators, time-reporting personnel, and affected employees, on time entry instructions for lump sum payment of differentials. Such differentials are paid on a seasonal or semestral basis. Payment will be made in a lump sum amount following the end of the semester or season.

MAJOR CHANGES: This revision replaces and supersedes Reference Guide No. REF-1802.13 issued on January 9, 2017. It has been revised to reflect the pay dates and rates for the 2017 - 2018 school year.

ROUTING

All Schools and Offices
Administrators
Time Reporters
Fiscal Specialists

INSTRUCTIONS: I. **TIME ENTRY CUT-OFF DATES**

The column 'SAP Reporting Period' on the MASTER LIST OF DIFFERENTIALS at the end of this document indicates the pay period or month when lump sum differentials are to be reported. Below are the cutoff dates for time entry.

A. **January 2018**

Certificated time entries for January 1, 2018 through January 31, 2018 are due on January 25, 2018. Payday is Monday, February 5, 2018.

B. **March 2018**

Certificated time entries for March 1, 2018 through March 31, 2018 are due on March 23, 2018. Payday is Thursday, April 5, 2018.

C. **June 2018**

Certificated time entries for June 1, 2018 through June 30, 2018 are due on June 25, 2018. Payday is Thursday, July 5, 2018.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

D. November 2018

Certificated time entries for November 1, 2018 through November 30, 2018 are due on November 16, 2018. Payday is Wednesday, December 5, 2018.

II. TIME ENTRY INSTRUCTIONS

For time entry instructions, please see the Job Aid *Entering Wage Type Differentials*, dated November 1, 2017 (Attachment A).

III. PAYROLL DEDUCTIONS

Withholding for income taxes on these lump sum payments will be determined using the same withholding schedule as the regular salary payment based on the withholding allowances of the employee. These payments are subject to California State Teachers' Retirement System deductions.

ASSISTANCE:

For assistance with:

- Assignment questions, please call your HR Specialist.
- Funding questions, please call your Fiscal Specialist.
- Time entry, please call Payroll Customer Services at (213) 241-2570.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

MASTER LIST OF DIFFERENTIALS REQUIRING TIME ENTRY

Unless otherwise noted, if one employee is to receive the entire differential, report 100%. If two employees share an assignment, or if the differential is funded from two sources, the 100% should be allocated proportionately to the nearest whole percent.

Wage Type	Job Code	Prior Class Codes	Prior Class Titles	Rate Per Semester	Functional Area	SAP Reporting Period
1308	DIFF, SPECIALIST SCHOOL NURSE	0908	DIFF, SPECIALIST SCHOOL NURSE	\$297	0000-3140-11517	Jan, June
1310	DIFF, GATE COORDINATOR	NEW	EFFECTIVE- JANUARY 2016	\$637	(a)	Jan, June
1311	DIFF, COORDINATING ASSIGNMENT	0902 0909	DIFF, SPECIALIST TCHR, Z	\$637	4110-1000-11040	Jan, June
			COORDINATING ASSMT, SEM Alternative Schools	\$637	3100-2100-11052	Jan, June
			Chemical Safety (g)	\$637	1110-1000-10156	Jan, June
			Magnet	\$637	3100-2100-11301	Jan, June
			TSP (e)	\$637	1110-2100-10183	Jan, June
			TITLE 1 (e)		1110-2100-10397	
			Testing (h)	\$637	1110-2100-7S046	Jan, June
			Testing, Options & Spec. Ed. Schs.	\$637	1110-1000-13027	Jan, June
			Tutorial (e)	\$637	1110-1000-11192	Jan, June
				\$637	1110-1000-13027	Jan, June
		0910	DIFF, COORDINATING ASSMT	\$637	3100-2100-11301	Jan, June
			Proposition 39 Co-Location Site Coordinator (Out-of-Class Cert)	\$637	1110-1000-13027	Jan, June
			Proposition 39 Co-Location Site Coordinator (Certificated Teacher)	\$637	1110-1000-13027	Jan, June
	DIFF, CRD, HLTH EDUC PROG (HEP) RATE 2		Discontinued per MEM-4842.0 (d)			
1386	RATE 2	0917	DIFF, LIBRARY MEDIA TEACHER	\$500	0000-2420-13027	Jan, June
			DIFF, LIBRARY MEDIA TEACHER	\$500	1110-2420-10400	Jan, June
1393	DIFF, CRD, EEC, HEAD TCH, 4-HR	0928	DIFF, CRD, EEC HEAD TCH, 4 HR	\$424	0001-1000-17597 (a)	Jan, June
1393	DIFF, CRD, EEC, HEAD TCH, 4-HR	0928	DIFF, CRD, EEC HEAD TCH, 4 HR, C Basis	\$424	0001-1000-17579 (a)	Jan, June
1394	DIFF, ACTIVITY, RATE 1	0929	DIFF, ACTIVITY, RATE 1	\$973	1110-1000-13027	Jan, June
		0987	DIFF, DRILL TEAM SPN	\$973	1110- 1000-13027	Jan, Jun
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR	\$848	0001-1000-17597 (a)	Jan, June
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR, C Basis	\$848	0001-1000-17579 (a)	Jan, June
1397	DIFF, CRD, EEC, HEAD TCH, 8-HR	0932	DIFF, CRD, EEC HEAD TCH, 8 HR, C Basis	\$848	8500-1000-17727	Jan, June
1401	DIFF, ACTIVITY, RATE 2	0930	DIFF, ACTIVITY, RATE 2	\$1,283	1110-1000-13027	Jan, June
		0937	DIFF, ATHLETIC, RATE 2	\$1,283	1110-4000-13027	Nov, Mar, June



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

Wage Type	Job Code	Prior Class Codes	Prior Class Titles	Rate Per Semester	Functional Area	SAP Reporting Period
1402	DIFF, ACTIVITY, RATE 3	0931	DIFF, ACTIVITY, RATE 3	\$1,691	1110-1000-13027	Jan, June
		0938	DIFF, ATHLETIC, RATE 3	\$1,691	1110-4000-13027	Nov, March, June
1403	DIFF, ACTIVITY, RATE 4	0933	DIFF, ACTIVITY, RATE 4 Stipend, ACADEMIC DECATHLON COACHING	\$2,102 \$2,102	1110-1000-13027 1110-4000-10108	Jan, June June
		0934	DIFF, SCHL ATHL COORD, ASST DIR (c)	\$2,102	1110-4000-13027	Jan, June
		0939	DIFF, ATHLETIC, RATE 4	\$2,102	1110-4000-13027	Nov, Mar, June
1404	DIFF, ACTIVITY, RATE 5	0940	DIFF, ATHLETIC, RATE 5	\$2,311	1110-4000-13027	Nov, Mar, June
		0977	DIFF, ACTIVITY, RATE 5	\$2,311	1110-1000-13027	Jan, June
1407	DIFF, ACTIVITY, RATE 6	0941	DIFF, ATHLETIC, RATE 6	\$2,512	1110-4000-13027	Nov, Mar, June
		0944	DIFF, ACTIVITY, RATE 6	\$2,512	1110-1000-13027	Jan, June
1410	DIFF, ACTIVITY, RATE 7	0925	DIFF, ATHLETIC, RATE 7	\$2,811	1110-4000-13027	Nov, Mar, June
		0935	DIFF, SCHL ATHLETIC COORD, DIR (c)	\$2,811	1110-4000-13027	Jan, June
		0979	DIFF, ACTIVITY, RATE 7	\$2,811	1110-1000-13027	Jan, June
			Stipend, ACADEMIC DECATHLON COACHING	\$2,811(f)	1110-4000-10108	Jan June
1423	STIPEND, MENTOR PRINCIPAL, RATE 1	8809	Stipend, MENTOR PRINCIPAL, RATE 1	\$2,040	(a)	Jan, June
1424	STIPEND, MENTOR PRINCIPAL, RATE 2	8810	Stipend, MENTOR PRINCIPAL, RATE 2	\$3,060	(a)	Jan, June
1501	ADVANCED PLACEMENT	0936	ADVANCED PLACEMENT	(b)	(a)	Jan, June

- a Funding determined by school.
- b Regular hourly rate for time actually served
- c If one employee is to receive the entire Year-Round Coordinating Assignment or the Year-Round School Athletics Coordinator/Assistant Coordinator for the semester, report 120%. Refer to "Guidelines for Supplemental Assignment Differentials," Bulletin 3856.5 dated May 15, 2013 for more information.
- d Discontinued per Memorandum MEM-4842.0 Elimination of Health Education Programs (HEP) Coordinators Stipend at Elementary Schools and Title IV- Tobacco Use Prevention Education (TUPE) Coordinators Stipend at Middle Schools for 2009–2010
- e May be reported only if funded from local school budget.
- f Schools participating in the Academic Decathlon are provided a coaching stipend. Coaching support stipend allocations will be at Rate 7 (\$2,811) for fall and Rate 4 (\$2,102) for spring.
- g Requires written approval from the Office of Environmental Health and Safety. OEHS will issue a payment authorization letter to the SAA/designee when payment is approved.
- h Regular Schools

Differentials through Teacher Support Programs (NBC, PAR Consulting, CSMP, etc.) and/or Bilingual Master Plan differentials are time reported centrally for the reporting periods of January and June.

BULLETIN NO. 2643.8
June 7, 2017

ATTACHMENT H

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

ADMINISTRATOR ASSURANCES

Period Ending _____ Fiscal Year _____
(e.g. July-Dec, Jan-June)

School/Office _____

I hereby certify that I have obtained the appropriate supporting documentation, as outlined in this bulletin, for those employees who were paid using federal and/or state categorical funds. All necessary adjustments have been entered in the payroll system so that actual hours worked are properly reflected.

These documents have been retained by the time-reporter at my location and are available for review.

Administrator's Name

Administrator's Signature

Date

A copy of this signed assurance must be sent to your LD Operations Administrator or Division Administrator by January 31st and July 31st of each fiscal year.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Documentation for Employees Paid from Federal and State Categorical Programs

NUMBER: BUL-2643.8

ISSUER: V. Luis Buendia, Controller
Accounting and Disbursements Division

DATE: June 7, 2017

ROUTING

LD Superintendents
LD Operations Administrators
Central Office Coordinators
Directors
Principals
School Admin. Asst.
Fiscal Services Managers
Time Reporters/Approvers

POLICY: Federal and State regulations require time and effort documentation, in addition to time cards, for all personnel who receive any payment (compensation) from federal funds or from state categorical funds. This documentation will vary depending upon the funding source(s) or nature of the job duties. Payroll time reporting must reflect actual hours worked on each program as indicated in the time and effort certification documentation.

MAJOR CHANGES: The California Department of Education has provided guidance that future federal time reports must contain certain information in order to be compliant and accordingly several versions of multi-funded time reports (MFTRs) have been removed from the bulletin. Bulletin 2643.7 issued in March 2017 has been revised to update Attachment D. Attachment D provides a template of an approved MFTR which can be edited to reflect changes to activities and programs. In addition, Semi-Annual Certifications are now referred to as Periodic Certifications in accordance with federal and state guidance. Please be aware that previously issued attachments have been renumbered.

GUIDELINES: I. DETERMINING REQUIRED TIME AND EFFORT DOCUMENTATION

Employees who receive compensation from federal or state categorical programs are required to complete additional supporting documentation which confirms that the activities or work that was completed was indeed for the program that funded the activity. Required supporting documentation will vary depending upon the funding source(s) and/or nature of the employee's job duties.

A Time Reporting Documentation Matrix (Attachments A1-2) is included to assist school sites, Local Districts, and central office staff in identifying the required documentation for federal and/or state categorical funded personnel.

Failure to complete and/or provide this documentation results in penalties that must be paid for by using your school/office's General Fund resources.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

II. DETERMINING AFFECTED EMPLOYEES

There are several ways to determine which employees must complete some form of time and effort documentation for their main assignment. Two of the most common are:

- a.) Timekeepers can look on the CAT2 screen (time-approvers can look on the CAT3 screen) under “Fund”. If the ending four digits are “0000”, the employee is not required to complete the additional documentation. If the ending four digits are “3xxx-7xxx” then it means the position is funded from a federal or state categorical program. (See screen shot below for example.)

The screenshot shows the SAP Enterprise Portal 6.0 interface. The title bar indicates the URL is http://sapdp1-3d.lausd.net:50000. The main window is titled "Time Sheet: Data Entry View". It features a menu bar with options like Save, Back, Cancel, Tools, Select All, Deselect All, Sort Ascending, Sort Descending, and Total. Below the menu bar, there are input fields for Person ID (155), Job (53), and Daily working hrs (0.00). The Job field is labeled "TV STUDIO AST". To the right, there is a table with columns: Cost Center, Fund, Functional Area, Grant, and Perc... The 'Fund' column contains the value "010-0000", which is circled in red. Below the table, there are fields for Personnel Number (155), Norm_4 Payroll, Cost Ctr (1008101), LOCAL DISTRICT 1, and #D1. At the bottom, there is a section for Data Entry Period (10/01/2006 to 10/15/2006) and a Week field (39 2006).

- b.) Time reporters also have access to the Position With Incumbent (PWI) report showing the employees funded by federal or state categorical programs and BU042 - Payroll Expenditures by Cost Center in SAP that can be generated throughout the year showing employee payroll charges to a program.

For pay other than an employee’s main assignment, (such as PD, SAXB, Overtime, etc.), the funding source must be identified prior to the activity.

In addition, each January and May, a listing of employees compensated from federal or state categorical funds is posted on Inside LAUSD.

III. COMPLETING TIME AND EFFORT CERTIFICATION FORMS

Time and effort certification documentation must be an after the fact certification of actual time worked and must be completed in a timely manner. Moreover, for those employees who are required to complete an MFTR, the entire workday must be reflected, not just the hours funded by federal and/or state categorical resources. Attachment A1-2 provide the frequency for when the various time and effort certifications must be completed.

In addition, please refer to Attachment E for additional guidance on completing Periodic Certifications (formerly referred to as Semi-Annual/Blanket Semi-Annual Certifications) and MFTRs.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

IV. PAYROLL ADJUSTMENTS

Time Keepers should review Multi-Funded Time Reports each month. If the actual hours worked documented per this bulletin are different than the employee's budgeted time, adjustments must be entered into the payroll system so that actual time worked is reflected and charged to the program.

V. RETENTION OF DOCUMENTATION

Completed documents should be retained with the time-keeper for five years. Copies can be kept with a program coordinator or another individual if so desired by the site.

Overtime forms should be attached to any other time and effort documentation.

The overall guiding principle must be that site administrators must know where the documents are kept and that the documents must be readily available for audit purposes.

VI. MONITORING COMPLIANCE

The California Department of Education has requested that procedures to monitor compliance with these federal and state documentation requirements be included in District policies. As such, the following procedures have been implemented.

- A. Each January and May, the Accounting & Disbursements Division will provide administrators with a listing of their employees who must complete additional time and effort certification.
- B. Administrators should remind affected employees that periodic certifications (formerly referred to as semi-annual certifications) should be completed by January 31st and July 31st, and that monthly multi-funded time reports be completed if required. This documentation should be retained by the time-reporter at the site along with other payroll time-reporting documentation for a period of five (5) years.
- C. By January 31st and July 31st, school site administrators and offices should submit to their LD Operations Administrator or Division Administrator a written assurance (Attachment H) that they have received the appropriate documentation for each listed employee and that any necessary payroll adjustments have been made.
- D. By February 15th and August 15th, the LD Operations Administrator and Division Administrators should provide a written assurance (Attachment I) to the Accounting Controls & Oversight Branch that they have received assurances from their schools/offices that appropriate supporting documentation has been obtained and any necessary payroll adjustments have been made.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

RELATED 2 CFR 200 Uniform Guidance
RESOURCES: California School Accounting Manual Procedure 905

ASSISTANCE: For assistance or further information please contact the following the
Accounting Controls and Oversight Branch at (213) 241-2150.

For assistance with entering payroll adjustments, please call Payroll Support
Services at (213) 241-2570.

TIME REPORTING DOCUMENTATION MATRIX FOR BASE ASSIGNMENT

FUNDING SOURCE	DOCUMENTATION REQUIRED	FREQUENCY	CERTIFIER
100% by Single Federal or State Categorical Fund	Periodic Certification (formerly referred to as Semi-Annual Certification) <i>Or</i> Blanket Periodic Certification for individuals with same funding source.	Usually for the period: July – December January – June Completed and signed last working day of December and last working day of June.	Periodic – employee or knowledgeable administrator. Blanket Periodic – knowledgeable administrator
Combination of Federal/State/Local Funds that is an approved Single Cost Objective (SCO)* Most common SCO for schools are programs in the School Wide Program (SWP)	Periodic Certification (formerly referred to as Semi-Annual Certification) <i>Or</i> Blanket Periodic Certification for individuals with same funding source.	Usually for the period: July – December January – June Completed and signed last working day of December and last working day of June.	Periodic – employee or knowledgeable administrator. Blanket Periodic – knowledgeable administrator
Combination of Federal/State Funds but NOT Single Cost Objective	MFTR (sample template in Attachment D)	Monthly – MFTR Recorded Daily/Weekly and signed at the end of each month	Employee
Time Documentation should be submitted to timekeepers and made available to supervisors for their review.			

*A Single Cost Objective (SCO) can be considered when all populations served and services provided are allowed by each of the programs funding the position. A Single Cost Objective application can be submitted to the Deputy Controller for review. Applications can be obtained from the Accounting Controls & Oversight Branch at (213) 241-2150.

Periodic Certification, Attachment B

Blanket Periodic Certification, Attachment C

MFTR=Multi-Funded Time Report, Attachment D (template activities can be edited)

TIME REPORTING DOCUMENTATION MATRIX FOR OTHER PAY TYPES

PAY TYPE	FUNDING SOURCE	DOCUMENTATION REQUIRED	FREQUENCY
Overtime	Federal or State Categorical Fund	Attachment F or similar document that includes all fields of Attachment F	As Needed
SAXB, Training, PD	Federal or State Categorical Funds	Attachment G or similar document that includes all fields of Attachment G	As Needed
Day-to-Day Substitute	Federal or State Categorical Funds	Attachment G or similar document that includes all fields of Attachment G Or Substitute Log that includes substitutes name, employee number, program code and substitutes signature (all on same line)	Daily Daily

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

PERIODIC CERTIFICATION

Period Covered _____ Fiscal Year _____
(e.g. July-Dec, Jan-June)

Name _____ Position _____

School/Office _____

Program(s) Name or Single Cost Objective (e.g. SWP schoolwide plan) _____

Program Code(s) _____

I hereby certify that I was funded solely (100%) from the above program funds or worked solely on these program(s), single cost objective or single indirect cost activity. (Please note that EITHER the employee signature OR the responsible supervisor signature satisfies the compliance requirement.)

☐ _____
Employee Signature

Date

OR

☐ _____
*Responsible Supervisor Signature

Date

*Supervisor having first-hand knowledge of the activities.

Los Angeles Unified School District

Blanket Periodic Certification

Period Covered: _____ Fiscal Year: _____
(e.g. July-Dec, Jan-June)

School Name: _____

The following individuals have worked 100% of their time during the period covered (not more than six months) under a single funding source or an approved single cost objective.

Program Code(s): _____

Cost Objective Name, if applicable: _____ (e.g. SWP schoolwide plan)

<u>Name</u>	<u>Position</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated.

Supervising Official:

Signature

Date

Name, Title

MULTI-FUNDED TIME REPORT*
*Activities and programs can be edited for specific needs.

Employee Name: _____ Class Code: _____ Month: _____
Employee #: _____ Position: _____ School/Office: _____

Date:																									
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
PROGRAM 1:																									
# of Hrs																									
Activity # (s)																									
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
PROGRAM 2:																									
# of Hrs																									
Activity # (s)																									
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
PROGRAM 3:																									
# of Hrs																									
Activity # (s)																									
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
PROGRAM 4:																									
# of Hrs																									
Activity # (s)																									

*Categorical Program Funded Activities (1-18) :
Check with Program Administrator for allowable program activities and list below

- 1

2

3

4

5

6

7

8

9
- 10

11

12

13

14

15

16

17

18

*General Program Funded Activities (a-i): Check with Program Administrator for activities (required by State & District policies) and list below

- a

b

c

d

e

f

g

h

i

Program Name	Program Code	# of Hours	%
Total			

Certification: I certify that the information recorded on this Daily Time Report is true and correct to the best of my knowledge.

Signature of Employee _____ Date: _____

June 7, 2017

Federal/State Time Documentation Do's and Don'ts

PERIODIC CERTIFICATION /BLANKET PERIODIC CERTIFICATION		
Field	Don'ts	Do's
Period Covered	Although Periodic/Blanket Periodic Certifications must be prepared at least every 6 months, <u>do not</u> indicate July – Dec or Jan – June, if the employee(s) did not work the entire period.	Indicate only the months worked. For example, if the employee worked from Aug 18 – Sep 15 at your location, and was then transferred to another location, indicate Aug – Sep only.
Name	When preparing a Blanket Periodic Certification, <u>do not</u> write “see attached” and attach the listing of Fed/State funded employees downloaded from Inside LAUSD. Do not group employees funded from different programs on the same Blanket Periodic Certification.	Complete a Blanket Periodic Certification for each program. Group employees who are funded under the same federal or state categorical program on the same Blanket certification.
Position		There are cases where positions have different titles than the official title or what is listed in SAP/BTS. Indicate the official title in addition to the non-official title. For example, an employee who is a “ASMT,NONCLSRM,PREP” may also be called a Program Director – both “Director” and “ASMT,NONCLSRM, PREP” may be indicated to avoid confusion.
Program Codes	If filling out a Periodic Certification due to single cost objective, and listing multiple programs, it is not required to indicate the percentage of each programs that the employee is paid.	
Signature	<u>Do not</u> leave the form unsigned.	For a Periodic Certification, do have either the employee or responsible supervisor sign the form. For a Blanket certification, do have the supervising official with full knowledge of the activities sign the form.
Date Signed	<u>Do not</u> leave the date blank.	To determine whether the certification was prepared timely, date must be noted.
Date Signed	<u>Do not</u> date the certification early.	Certification must be dated near the end of the period covered. For example, first semester certification can be dated the last day worked (Dec. 19) or end of the certification period (Dec. 31) or a few days after (Jan. 10). The idea is to certify that the employee worked and was paid by the said program after-the-fact.

June 7, 2017

Federal/State Time Documentation Do's and Don'ts

MULTI-FUNDED TIME REPORT (MFTR)		
Field	Don'ts	Do's
Programs	<u>Do not</u> leave the program(s) blank.	Do list all programs, regardless of the source. For example, if the employee is paid by S046 (Federal Fund) and 3027 (General Fund), indicate both programs, even though one of the programs is not Federal or State funds.
Hours	<u>Do not</u> reflect budgeted hours.	Do reflect actual hours.
Percentage	<u>Do not</u> leave the percentage(s) blank.	Do total the percentages. The percentages should add up to 100%.
Date Signed	<u>Do not</u> leave the date blank.	To determine whether the certification was prepared timely, date must be filled out.
Date Signed	<u>Do not</u> date the certification early.	Certification must be dated near the end of the period covered. For example, pay period month October cannot be signed Oct. 1 (beginning of the month), but rather Oct. 31 (end of the month) or a few days after (Nov. 2). The idea is to certify that the employee worked and was paid by the said program after-the-fact.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Overtime Request Form

REQUEST FOR PRE-APPROVAL TO WORK OVERTIME

Name: _____		Employee #: _____
Requested Date(s) _____		Estimated Total Hours: _____
Reason for Overtime (Project/Activity): _____		
Overtime Charged to Fund: _____ Program Code: _____ Name of Program Code: _____		
<small>(If funding source is from a federal or state categorical program, activities performed must be an allowable cost.)</small>		
APPROVED BY: _____ Supervisor		Date: _____ Total Est. Hours Approved: _____

The information below is to be completed by the employee after prior approval has been obtained and overtime work is completed.

OVERTIME REPORT

Date(s) Worked: _____ Actual Hours Worked: _____

I hereby certify that the overtime worked was solely (100%) related to activities for the above program.

Employee's Signature _____ Date: _____

Approved By: _____ Date: _____
Administrator

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

FEDERAL AND STATE CATEGORICAL FUNDED CERTIFICATION
(Training or Occasional Assignments)

Fiscal Year _____ Date(s) Worked _____

Hours Worked _____

Description of Activity _____

Name _____

School/Office _____

Categorical Program _____

Program Code _____

I hereby certify that I was funded solely (100%) from the above program funds and received training/performed work as set forth on this program(s), single cost objective or single indirect cost activity.

Employee Signature

Date

NOTE: If multiple employees from the same cost center attend a training, Attachment G could be completed as a cover sheet and the sign-in sheet and agenda could be attached. The sign-in sheet should include training description, funding source(s), employee name, employee number, signature, and date(s) of training.

BULLETIN NO. 2643.8
June 7, 2017

ATTACHMENT H

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

ADMINISTRATOR ASSURANCES

Period Ending _____ Fiscal Year _____
(e.g. July-Dec, Jan-June)

School/Office _____

I hereby certify that I have obtained the appropriate supporting documentation, as outlined in this bulletin, for those employees who were paid using federal and/or state categorical funds. All necessary adjustments have been entered in the payroll system so that actual hours worked are properly reflected.

These documents have been retained by the time-reporter at my location and are available for review.

Administrator's Name

Administrator's Signature

Date

A copy of this signed assurance must be sent to your LD Operations Administrator or Division Administrator by January 31st and July 31st of each fiscal year.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

LD OPERATIONS ADMINISTRATOR/DIVISION
ADMINISTRATOR ASSURANCES

I hereby certify that:

I have received the Administrator Assurances form from each school within my LD or each office under my responsibility that the appropriate supporting documentation as outlined in Bulletin 2643.8 has been obtained.

LD or Division Name

LD Operations Administrator/Division Administrator Name

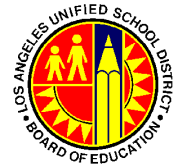
LD Operations/Division Administrator Signature

Date

Please fax a copy of this signed assurance to the Accounting Controls and Oversight Branch at (213) 241-6829 by February 15th and August 15th of each fiscal year.



Office of Environmental Health & Safety
333 S. Beaudry Avenue, 21st Floor
Los Angeles, CA 90017
Phone: (213) 241-3199
Fax: (213) 241-6816



SAFETY ALERT

No. 16-03

Summer Flushing Procedures for Drinking Water

May 2016

REV. 3/2018

Lead is toxic when ingested and can cause serious health problems, particularly in young children. To prevent lead exposure from drinking water sources, the District implemented a flushing policy in 1988.

This policy ([Reference Guide 3930.6, Daily Flushing Requirements for Drinking Water Fountains and Faucets](#)) requires daily flushing of all drinking water sources. The site administrator must ensure designated staff flush drinking water sources daily and maintain the "Monthly Drinking Water Flushing Log." The site administrator must also certify monthly these tasks have been completed.

All site administrators must certify for the month of June by July 15th. However, the certification window for June will be open early (June 8th) for those site administrators whose last day is June 25th. Certification for June is required of all regular site administrators.

To ensure full compliance with these requirements during the summer months, the following procedures have been developed:

- The summer site administrator must designate staff responsible for the daily flushing of drinking water sources that may be used or are accessible for consumption or food preparation throughout the summer. The summer site administrator for each school shall be the acting principal. At sites where there is no administrator, the Beyond the Bell site coordinator will be responsible for the certification process.
- **Every morning**, designated staff must flush all of those fixtures and fountains. If the site will not be occupied until later in the day, then flushing must be completed immediately upon arrival at the site and prior to first use. Sites with no students present still require daily flushing for accessible fixtures that may be used by staff.
- Staff that conducts the daily flushing must complete the "Monthly Drinking Water Flushing Log" on a daily basis ([Attachment A](#)). These logs shall be kept in the main office and provided to the regular Site Administrator at the end of the summer program.

DISTRIBUTION: All Schools

- At the end of the month or when the program (summer school or Beyond the Bell) ends each month, the site administrator shall certify that daily flushing has been completed. Summer administrators must certify for June if any part of their program falls in June using the instructions listed below.
 - Principals overseeing the summer sessions at their regular assignment may use the Principals portal to certify each month as discussed in [REF-3930.6](#).
 - Principals assigned to a different location for the summer or Beyond the Bell staff in the absence of a site administrator, must follow the instructions listed below.

INSTRUCTIONS ON HOW TO CERTIFY FLUSHING DURING THE SUMMER:

1. Click onto the link below to access the certification form each month.

[LAUSD 2018 Summer School Drinking Water Flushing Certification](#)

2. The following form will appear.

LAUSD 2018 Summer School Drinking Water Flushing Certification

All site administrators must certify - via this electronic form - all drinking fountains and faucets have been flushed daily and a log has been maintained on site in accordance with Reference Guide 3930.6 "Daily Flushing Requirements for Drinking Fountains and Faucets."

NOTE: DO NOT CERTIFY EARLY. Only certify when the month or the program has ended, whichever comes first.

For questions about these procedures, please contact the Office of Environmental Health and Safety at (213) 241-3199.

* Required

Select the month you are certifying for: *

Choose ▼

3. Enter the following information into the form.
 - a. Select the month (June, July or August)
 - b. Site location code (4-digit)
 - c. School Name
 - d. Your LAUSD e-mail address
 - e. Your title
 - f. Your name

4. Click on the Submit button at the end of the form. You will receive the following confirmation message once the form is received.

LAUSD 2018 Summer School Drinking Water Flushing Certification

Your response has been recorded.

[Submit another response](#)

These procedures do not apply to schools that have been exempted from daily flushing. To view the current list of exempted schools, please visit <http://achieve.lausd.net/Page/3956>. For more information on the Lead in Drinking Water Program, please contact OEHS at (213) 241-3199 or visit <http://achieve.lausd.net/Page/3450>.